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| |  |  | | --- | --- | | http://international.fpt.edu.vn/wp-content/themes/fgo-2016/images/img-logo-fu.jpg | Meeting minutes 4 | | | | | | | |
| **Project Name** | | Tourist Assistant Website | **Project Code** | | TAW | |
| **Project Leader** | | KhangNPT | **Meeting Called By** | | Mr. ChienBD | |
| **Note Taker** | | KhangNPT | |
| **Date** | | 08/10/2016 | **Time** | | 9:00AM – 12:00PM | |
| **Location** | | CTC 798 Building | | | | |
| **Agenda** | |  | | | | |
| **Participants** | | | | | | |
| **No** | **Name** | | | **Role** | | **Attendance** |
| 1 | Mr Bui Dinh Chien | | | Supervisor | | x |
| 2 | Pham Nguyen The Khang | | | Team Leader | | x |
| 3 | Le Trong Viet | | | Member | | x |
| 4 | Nguyen Hai Sy | | | Member | | x |
| 5 | Chu Dai Cao Cuong | | | Member | | x |
| 6 | Phan Thanh Tung | | | Member | | O |

# Purpose

* Review all of problems still remain from last week: SRS, prototype, report 2, and discuss about next phase documents need to be finished, way to develop project for next 3 months.

# Agenda

* Review actions from last meeting
* Notify to supervisor about problem: A member has dropped out team.
* Evaluate last meeting report: Meeting minute 3, Report 2
* Ask supervisor for help checking ERD, database design
* What we should be improve or remove on this project
* Document need to be submitted for next phase

# Contains

* Status of last meeting actions: most of problems had been solve but we need to improve detail of Project plan and SRS.
* Missing foreign key, missing relationship line from Comment table and Places table.
* ERD should not contain attributes of other table and foreign keys of other table.
* Non-function should only write what non-function can do, have to show how to do.
* After review our document, supervisor suggests:
* Word should use paragraph Justify.
* Should not get quote from wiki because it’s content easy to be change.
* Some work team need to be finished after this meeting:
* Submit to supervisor Meeting Minutes 4
* Complete ERD and database design.
* Khang has to take over work of dropped out member.
* Architecture Design
* Focus on coding in next 2 weeks.

# Conclusion

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| --- | --- |
| **Suggest** | **Decision** |
| Meeting Minute 4 | * Written by: SyNH * Reviewed by: Team members * Submit to: MrChienBD |
| Software Requirement Specification | * Written by: All members * Reviewed by: Team members * Submit to: MrChienBD |
| Coding prototype | * Written by: KhangPNT, SyNH * Reviewed by: Team members * Submit to: MrChienBD |
| Database Diagram | * Written by: KhangPNT * Reviewed by: Team members * Submit to: MrChienBD |
| ERD | * Written by: SyNH * Reviewed by: Team members * Submit to: MrChienBD |

All of work deadlines are: **Thursday, 13thOctober, 2016** and submit to MrChienBD on **Friday**.